

11 June 1951

Memorandum Approved For Release 2001/03/01 : CIA-RDP57-00042A000200080022-6

Subject: Processing of Clerical Personnel

1. The purpose of this memorandum is to implement the provisions of the Personnel Director's memorandum of 1 June 1951, establishing a new program for selecting and assigning clerical personnel.

2. The procedure outlined in paragraphs 2 and 3 of this memorandum is instituted with respect to clerical personnel in grades GS-5 and below for the following types of personnel actions:

- a. Original appointment to positions in the Personnel Pool;
- b. Original appointment to positions in overt operating offices;
- c. Transfer without promotion from the Personnel Pool in order to effect permanent assignments to positions in overt operating offices.

3. The Clerical Placement Officer, Placement Branch, is responsible for the preparation of the Personnel Action Request, Form 37-3, in order to initiate the actions described in Paragraph 1. The Clerical Placement Officer will sign the form as recommending officer (in the space for "signature of office chief, division chief, or administrative officer"), and will also indicate Placement approval of the qualifications of the individual affected. The form is then routed to the Transactions and Records Branch.

4. The Transactions and Records Branch is responsible for initiating request for security clearance the same day the form 37-3 is received from the Clerical Placement Officer and for performing regular processing operations required to effect the action. Form 37-3 will not be routed to the Classification and Wage Division unless one or more of the following conditions are noted:

- a. Absence of allocated position, agency number and allocation date;
- b. The individual affected by the proposed action has a record of prior Federal employment; or
- c. The rate of compensation recommended is above the initial step of the grade.

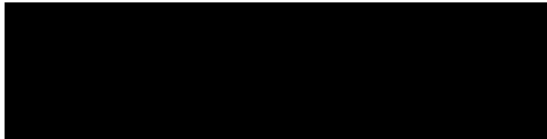
5. For actions to effect the original appointments of clerical personnel in covert organizations, the Clerical Placement Officer will

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transmit the applicant file to the Transactions and Records Branch, Personnel Division (O). The Transactions and Records Branch will initiate request for security clearance and forward the file to Personnel Division (C) for performance of all regular processing operations. For actions to effect the transfer of clerical employees from the Personnel Pool to positions in covert organizations, the Clerical Placement Officer obtains the employee folder, and after attaching to the folder a note indicating the action proposed, forwards the file to the Transactions and Records Branch, Personnel Division (O). The Transactions and Records Branch will appropriately note the pending action on the position control inventory, and forward the entire file to the Personnel Division (C) for necessary processing operations required to effect the transfer.



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Chief, Personnel Division

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